

Amelia Schwartz

From: Ron Wright <rwright@rwa.com>
Sent: Monday, December 6, 2021 1:50 PM
To: Amelia Schwartz
Cc: Mindy Greenwood; Richard Stride; Matt Patten; Sandra Callies; Spaulding, Allen (DOH)
Subject: RE: Chehalis Permanent Supportive Housing Data

NOTICE: This message originated outside of the City network - **DO NOT CLICK** on links or open **attachments** unless you are sure the content is safe!

Amelia-

In accordance with WAC 246-337, all Residential Treatment Facilities licensed in the State of Washington are required to prepare and submit a Functional Plan which among other relevant information describes the operational procedures associated with facility.

The facility will be designated as a voluntary facility. The population served are not medically compromised. Anyone with major medical problems are not accepted and referred to local hospitals. Individuals served in this facility are ambulatory and able to care for themselves in the event of an emergency (fire alarm, etc.). Residents may request to leave the facility at any time through a managed discharge process. Residents will not be allowed to simply leave the facility without a proper discharge plan.

The following is a summary of security related procedures associated with the facility.

Program administration for the facility will ensure that staff and clinical supervisors are qualified for the positions they hold and will document verification of credentials, criminal background checks, and references from previous work experience. No person will be expected to work without successful completion of orientation and training. No person will be asked to work in areas outside of their scope of practice.

An individualized annual training plan is developed for each employee that will include training related to the skills needed for the job description and the population served, how to access least restrictive alternative options, methods of personal care, CPR and first aid, management of assaultive and self-destructive behaviors, and methods to ensure appropriate security of the facility.

Security functions will include monitoring the facility perimeter, internal and external locks, and parking lot, monitoring the safety of people coming and going, assisting with residents or visitors who may be exhibiting unsafe behavior, assisting with elopements and extraordinary events, and coordinating a lost and found system. The program will include staff onsite to carry out these functions.

The Program Director will implement policies and procedures to protect residents, visitors, staff, and property including:

- Controlling access to and egress (elopement and evacuation) from the facility
- Investigating and recording all security incidents
- Reporting serious or undesirable outcomes to appropriate regulatory agencies
- Implementing an emergency disaster plan to address internal and external emergency safety situations

All employees are responsible for being aware of secure doors, people arriving and leaving the building, activities observed in the parking lot and behaviors of those in the building. Any safety and security concerns will be reported to supervisors immediately.

Employees will be issued keys or electronic key cards and will not share these with non-employees.

The treatment area of the facility is secure with public only having access for the purpose of authorized visitation of residents. Access to areas designated for resident treatment and storage of protected health information is restricted to facility staff. In order to prevent unauthorized access and elopement, all exterior entrances excluding the main public entrance and specific internal doors will remain locked. Internally, the treatment unit, medication rooms, medical records room, housekeeping and laundry storage closets, and the facility corridor remained locked. Staff access these secured locations with key or key card access. Only registered nurses access medication storage areas.

A combination of mechanical and electronic systems will initiate emergency communication with staff.

Outdoor lighting and landscaping will be designed and maintained for security and crime prevention purposes. Security cameras will be utilized at strategic internal and external locations and monitored from staff workstations.

Annual staff training includes facility safety and security procedures as well as behavior management techniques.

We do not have the requested data regarding altercations/incidents for similar care institutions in the State. We have copied Allen Spaulding from the Department of Health regarding this response. If there is any date available, he would likely have this information. The security measures identified above are consistent with our experience with similar facilities throughout the State of Washington.

Ron Wright, AIA
rwright@rwa.com
CELL (206) 910-7470

Ron Wright & Associates/Architects, P.S.
2003 Western Avenue, Suite 610
Seattle, Washington 98121
(206) 728-4248

From: Amelia Schwartz <aschwartz@ci.chehalis.wa.us>
Sent: Wednesday, November 10, 2021 9:53 AM
To: Ron Wright <rwright@rwa.com>
Subject: Chehalis Permanent Supportive Housing Data

Hi Ron,
So to address some of the security and safety concerns, could your team send over data on altercations/incidents for similar care institutions in the state? Staff would also like to see the policies that would be put in place to handle unsafe situations.

Thank you!
Amelia Schwartz
City Planner
City of Chehalis
Building and Planning Department
Office: 360.485.0373
aschwartz@ci.chehalis.wa.us